

# The Oxford Nexus SharePoint Service

Mark Norman  
OUCS

ICT Forum 2011 Conference

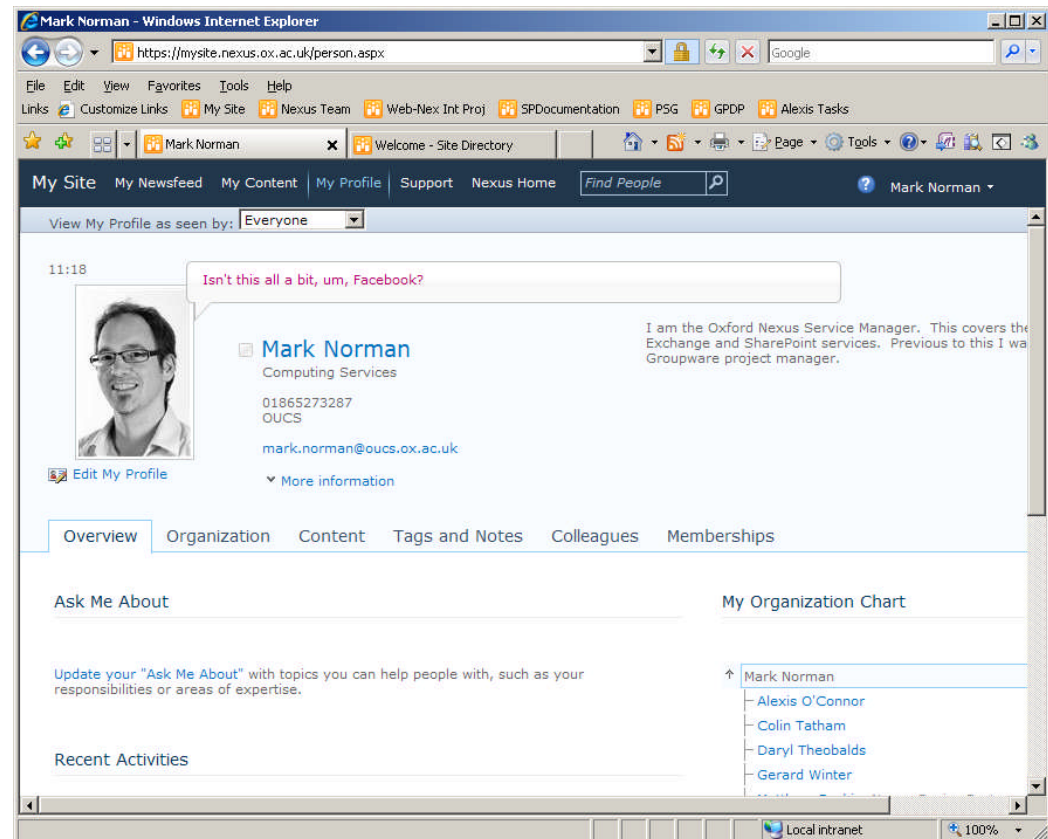
# Who am I, who are we?

- Oxford Nexus Service Manager
  - SharePoint and Exchange
- Oxford Nexus Team
  - Mark Norman
  - Srilak Wickramaratne
  - Daryl Theobalds
  - Tom Mill
  - Matthew Gaskin
  - Alexis O'Connor



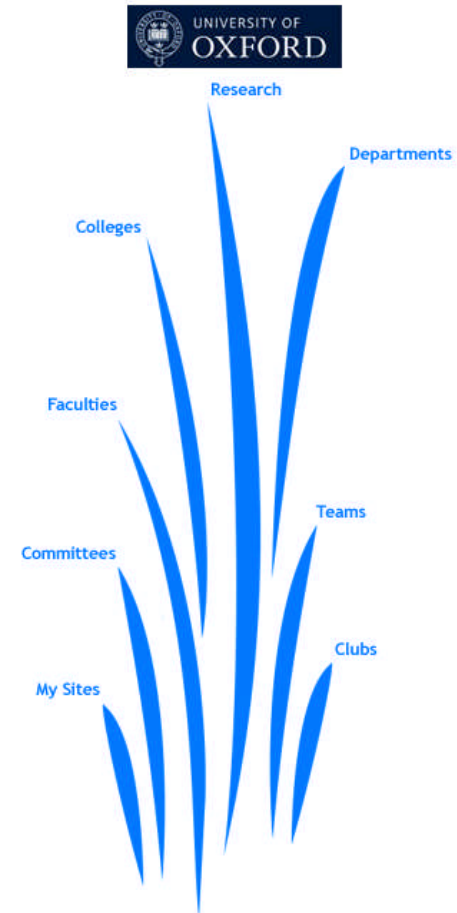
# Basic facts

- SharePoint service (for all) began 27 April 2011
- Gradual start: no fanfare
- Devolved support
- (Hopefully) devolved documentation
- Definitely devolved site provision



# SharePoint: what's it for?

- Document sharing and other basic collaboration activities
- My Sites
  - Personal intranet sites to enable sharing of documents and other forms of collaboration.
- Committees
  - to support typical committee workflows, including meeting scheduling and document sharing.
- Research
  - to support collaborative research activities, including formal and informal collaboration.
- Clubs and Societies
  - to supporting the internal management of student clubs and other approved University societies.

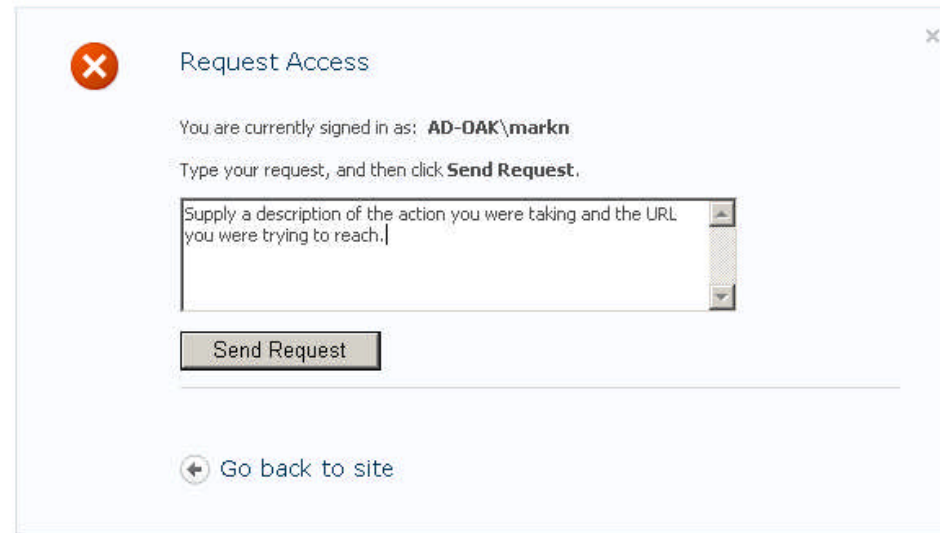


# Weblearn vs SharePoint

- A literal FAQ
  - Weblearn is the service of choice to support teaching and learning
  - Nexus [SharePoint] is the service of choice to support online communication, document sharing, research groups, and administration.
  - See
    - <http://www.oucs.ox.ac.uk/nexus/sharepoint/tool-for-activity.xml>

# Who can help me get a site?

- A SharePoint Co-ordinator



**Request Access**

You are currently signed in as: **AD-DAK\markn**

Type your request, and then click **Send Request**.

Supply a description of the action you were taking and the URL you were trying to reach.

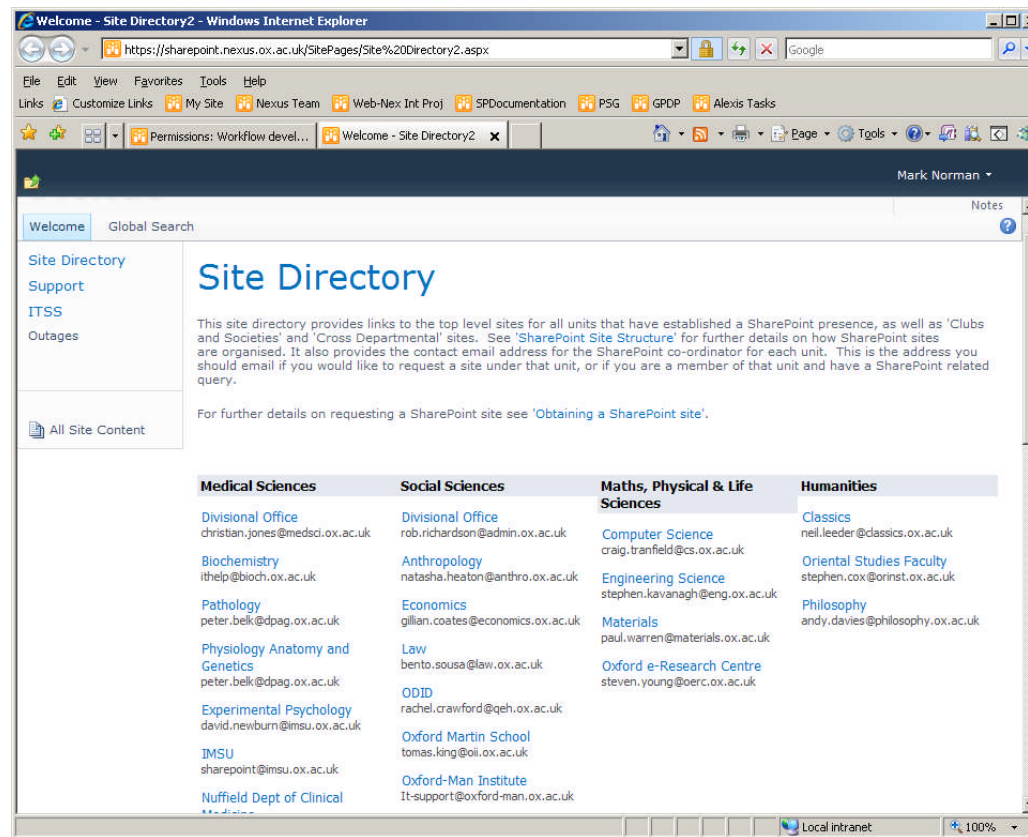
**Send Request**

[Go back to site](#)

- <https://sharepoint.nexus.ox.ac.uk/support/SitePages/Guide%20for%20SharePoint%20Co-ordinators.aspx>

# 'Where' are the sites?

- How are they arranged?



# The Support Section

Support - Support Home - Windows Internet Explorer

https://sharepoint.nexus.ox.ac.uk/support/SitePages/Support%20Home.aspx

File Edit View Favorites Tools Help

Links Customize Links My Site Nexus Team Web-Nex Int Proj SPDocumentation PSG GDPD Alexis Tasks

Mark Norman Support - Support Home

Mark Norman

## Nexus Support Home

I Like It Tags & Notes

Support

Support Home

Search Support

Documentation

Overview

Best Practices

Site Admin

Lists

Document Libraries

FAQs

Forum

Glossary

Demo Sites

Committee1

Committee2

Demo Libraries

Using Folders

Using Columns

Using Content Types

OWA-Apps

### Welcome to Support

Use the search box below to search all support materials in this site. This search will also return results from office.microsoft.com. If you have a question about how to use SharePoint try posting it in the forum. If you believe there is a fault with the service please log it via [OUCS Help Desk](#). The 'Demo' links on the left are intended to be used in conjunction with the 'Best Practices' documents.

Search Support Site

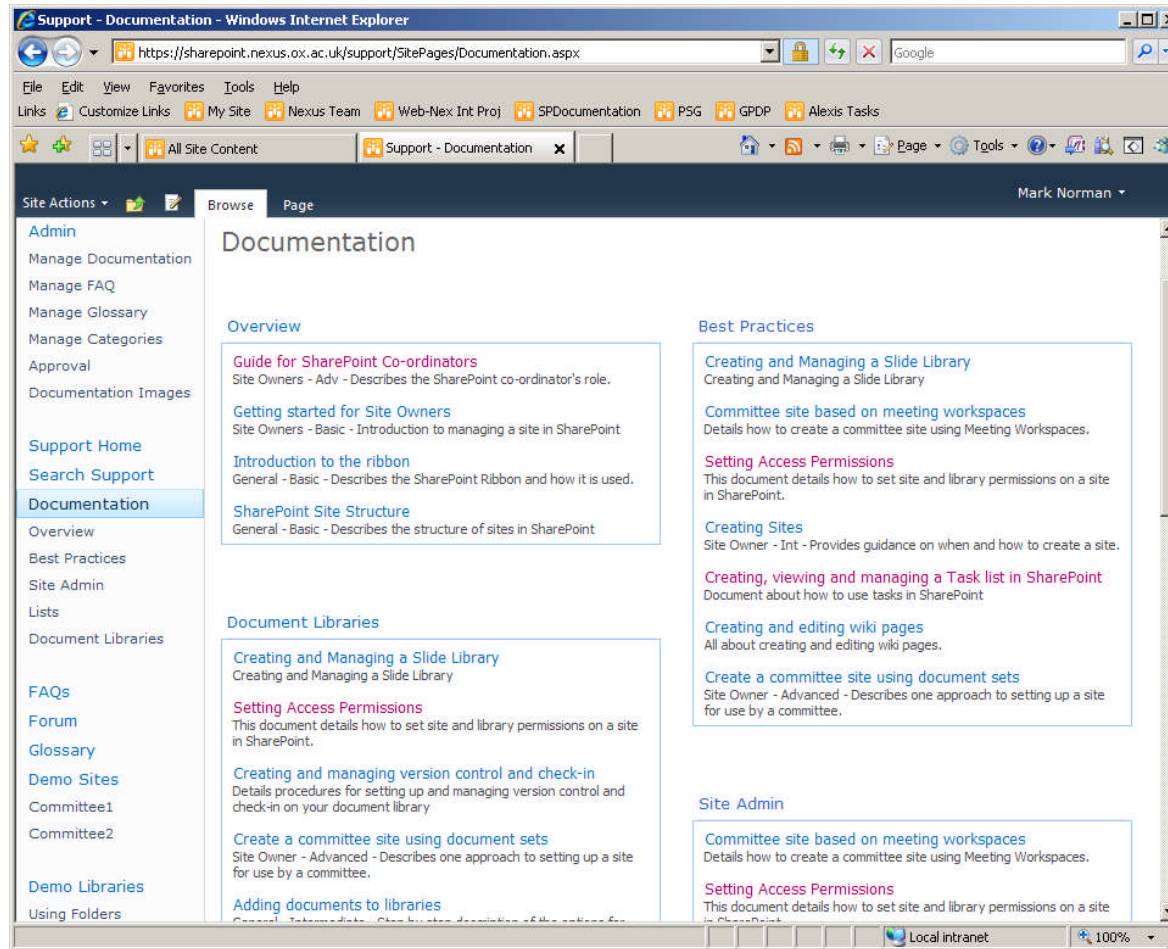
SharePoint Forum

<input type="checkbox"/> Subject	<input type="checkbox"/> Created By	Replies	Last Updated
<a href="#">Break multiple topics into separate posts</a>	Colin Tatham	0	07/02/2011 14:31
<a href="#">Keep posts short please!</a>	Colin Tatham	0	07/02/2011 14:27
<a href="#">Copying documents between libraries</a>	Mark Norman	1	04/07/2011 11:16
<a href="#">Restricting who can see my blog</a>	Mark Norman	1	04/07/2011 11:13
<a href="#">Sharing calendars with Exchange (or ics)</a>	William James	2	04/07/2011 10:43
<a href="#">Slide libraries document released</a>	Tan Senior	0	01/07/2011 16:58

Done Local intranet 100%



# The Support Section



# The Support Section

The screenshot shows a Windows Internet Explorer browser window displaying a SharePoint support page. The address bar shows the URL: <https://sharepoint.nexus.ox.ac.uk/support/SitePages/FAQs.aspx>. The browser's menu bar includes File, Edit, View, Favorites, Tools, and Help. The toolbar shows various icons for navigation and site management. The page title is "Support - FAQs - Windows Internet Explorer".

The SharePoint interface features a top navigation bar with "Site Actions" and "Page" options. A left-hand navigation pane lists various site management tasks such as "Manage Documentation", "Manage FAQ", "Manage Glossary", and "FAQs" (which is currently selected). The main content area is titled "FAQs" and is divided into several sections:

- About SharePoint at Oxford**
  - Can non-SSO (external) users access the SharePoint service?**

The Oxford SharePoint system is configured to allow authenticated external users to use the system. Such people need to obtain a Virtual Access card for access to SharePoint. Talk to your local administrative team for advice on applying for such a card.
  - Is encryption available?**

No, but you can upload encrypted documents if you are wanting even more security than offered by SharePoint document permissions. Permissions security in SharePoint is a powerful method where the site owner can specify who can view a document on an individual basis.
  - How confidential are documents?**

SharePoint has item level permissions making document access very secure. The owner of the document can set up permissions to determine who can view/edit it. If you don't have sufficient permissions, it won't appear in your view of the document library. Configuration of the site search ensures that confidential data does not appear in unauthorised user search result lists.
  - Can I upload all my research data?**

SharePoint is primarily for document and other types of collaboration. It is not meant to be a repository for research data. Whatever system you currently use for research data storage should be continued.
  - Are 'My Sites' intended to replace public website profiles?**

No, they will not replace public profiles. However, they will be available to all users of the system and can be used to find other users with similar interests, research or otherwise, to your own.
  - What is the management structure for sites?**

Each major unit of the Collegiate University (as defined in the PRAS organisational chart: <http://www.admin.ox.ac.uk/pras/uniorg/>) that has a SharePoint presence will have a named SharePoint co-ordinator (PC). Their contact details are listed in the SharePoint site directory.
- Getting Started**
  - I'd like to get access to a site, what should I do?**

You need to contact the site owner (e.g. via the SharePoint interface) and explain why you need access to their site. It is the site owner's responsibility to allow or deny you access to their site.
  - How do I access a site?**

You need to be given permission by the site owner to access a site. They will usually send you a welcome email message with the linked site address. Clicking on the link will take you directly to the SharePoint site. We recommend that you bookmark the site for future reference. Alternatively you can browse from the 'Site Directory' on the main page, if you know which department, college or division the site belongs to.
  - Do I need any new program(s) installed on my machine?**

You only need a web browser (e.g. Internet Explorer or FireFox) to access the service. However, only Internet Explorer 7 and above, are fully compatible with SharePoint 2010. Other standards compliant browsers are supported but at a slightly reduced level. To see a table of browser compatibilities please see Browsers for SharePoint
- Known Bugs**
  - Why do PDF documents open as a blank page?**

There is a known problem with Acrobat Reader X that results in PDF documents not opening from Internet Explorer in some circumstances. Try one of the following: 1. After clicking on a PDF, click again in the IE window and press F5. The document should then load. 2. In IE, click Tools / Internet Options / Advanced tab / Security section / Do not save encrypted pages to disk - "Uncheck" this option. You may have to restart IE.

# The Support Section

Committee1 - Home - Windows Internet Explorer

https://sharepoint.nexus.ox.ac.uk/support/DemoCommittee1/SitePages/Home.aspx

File Edit View Favorites Tools Help

Links Customize Links My Site Nexus Team Web-Nex Int Proj SPDocumentation PSG GDPD Alexis Tasks

All Site Content Committee1 - Home

Site Actions Browse Page Mark Norman

## Nexus Committee1 Home

Support

Shared Documents  
Calendar

Recycle Bin  
All Site Content

### Welcome to the Committee1 Site!

This site stores the documents and schedule for Committee1. The documents for the next meeting and the last meeting are below. Click on the heading to see documents for other meetings and to upload documents. The announcements list is used to inform members of committee activities, such as minutes being uploaded. It is your responsibility to set up an email alert on this list if you would like to be emailed with announcements. You will receive emailed meeting invitations whether you do this or not. The calendar below shows the dates for meetings.

Documents for next meeting - click here to manage documents

- Meeting 6 - Minutes.docx
- Meeting 6 - Agenda.docx

Documents for last meeting

- Meeting 5 - Agenda.docx
- Meeting 5 - Minutes.docx

### Announcements

Title	Modified
Minutes for Meeting 2 have been uploaded.	05/04/2011 16:25
Minutes for Meeting 1 have been uploaded	05/04/2011 16:25
Get Started with Microsoft SharePoint Foundation!	05/04/2011 15:39

+ Add new announcement

Done Local intranet 100%

# The Support Section

The screenshot shows a Windows Internet Explorer browser window displaying a SharePoint document library. The address bar shows the URL: <https://sharepoint.nexus.ox.ac.uk/support/Using%20Content%20Types/Forms/By%20Meeting.aspx>. The browser window title is "Using Content Types - By Meeting - Windows Internet Explorer".

The page displays a document library with a left-hand navigation pane and a main content area. The navigation pane includes links such as "Support Home", "Search Support", "Documentation", "Overview", "Best Practices", "Site Admin", "Lists", "Document Libraries", "FAQs", "Forum", "Glossary", "Demo Sites", "Committee1", "Committee2", "Demo Libraries", "Using Folders", "Using Columns", "Using Content Types", "OWA-Apps", "Recycle Bin", and "All Site Content".

The main content area shows a table of documents, organized into groups by Meeting ID. The documents are as follows:

Meeting ID	Document Name	Date/Time	Author
	Meeting 6 Dummy Project Report	13/03/2011 13:19	Daryl Theobalds
Meeting ID : 5 (4)	Meeting 5 Agenda	11/03/2011 17:20	Daryl Theobalds
	Meeting 5 Minutes	11/03/2011 17:20	Daryl Theobalds
	Meeting 5 Dummy Project Report	11/03/2011 17:21	Daryl Theobalds
	Meeting 5 Test Project Report	11/03/2011 17:22	Daryl Theobalds
Meeting ID : 4 (4)	Meeting 4 Agenda	11/03/2011 16:48	Daryl Theobalds
	Meeting 4 Minutes	11/03/2011 16:49	Daryl Theobalds
	Meeting 4 Demo Project Report	11/03/2011 16:49	Daryl Theobalds
	Meeting 4 Networks Report	11/03/2011 16:49	Daryl Theobalds
Meeting ID : 3 (3)	Meeting 3 Agenda	11/03/2011 16:21	Daryl Theobalds
	Meeting 3 Minutes	11/03/2011 16:22	Daryl Theobalds
	Meeting 3 Networks Report	11/03/2011 16:30	Daryl Theobalds
Meeting ID : 2 (4)	Meeting 2 Agenda	11/03/2011 16:21	Daryl Theobalds
	Meeting 2 Minutes	11/03/2011 16:22	Daryl Theobalds
	Meeting 2 Demo Project Report	11/03/2011 16:26	Daryl Theobalds
	Meeting 2 Admin Report	11/03/2011 16:41	Daryl Theobalds
Meeting ID : 1 (6)			

# Who can use SharePoint?

- Anyone at Oxford
  - Anyone with a SSO username and password
- Who can ask for a site and/or ask for a personal My Site?
  - Anyone who has a Nexus email account
    - Yes, including those who use other email services but would be eligible for a Nexus email account

# SharePoint Users Group

- To be established for Michaelmas Term 2011
- Termly meetings
- “SharePoint Nexus User Group”?



# SharePoint myths

- It doesn't work with Firefox and Safari
  - Please have a look at SharePoint 2010 (the current service)
  - Early adopters had SharePoint 2007
- I can't open Word documents in/from Firefox
  - Some people have this problem
  - Check for the Office Firefox plug-in
    - Occasionally found not to be installed with MS Office
- It's just a web based file server
  - Please don't just copy files and directories to it!
  - Think about searching and metadata
  - It's more than document management
    - Collaboration: My Sites, work flows, blogs etc. etc.



# Questions?

<https://sharepoint.nexus.ox.ac.uk/>



Oxford University Computing Services

[www.oucs.ox.ac.uk](http://www.oucs.ox.ac.uk)